

Solicitation Number: 05-0004-06
**Administrative Support Services for the Office of Naval
Research Expeditionary Maneuver Warfare and
Combating Terrorism Department (ONR-30)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0004 – Administrative Support Services are due by 2:00 PM (local), on 23 September 2005.

1.0 Background

The Expeditionary Maneuver Warfare and Combating Terrorism Department (ONR-30) is responsible for the development and transition of technology that will enable the Operating Forces of the Department of the Navy to fight, win, and survive in the battlefield of the future. These responsibilities include the management of Basic Research, Applied Research, Advanced Development and Future Naval Capabilities in the following areas:

- Fires
- Maneuver
- Mine Countermeasures
- Command Control, communications and Computers
- Intelligence, Surveillance and Reconnaissance
- Human Performance, Training and Education
- Logistics

The following web sites provide general background information concerning the organization, functions and current development efforts within ONR-30:

- www.onr.navy.mil
- http://www.onr.navy.mil/sci_tech/special/353_exped/

2.0 Statement of Work

2.1 Objective

This effort provides for Administrative Support Services to the Office of Naval Research Expeditionary Maneuver Warfare and Combating Terrorism Department (ONR-30). Typical Administrative Services to be performed within this effort are listed below:

- Performs duties as the Operations Officer for the Department
- Performs duties as the Administrative Officer for the Department
- Performs duties of an Executive Assistant to the Deputy CNR
- Performs duties of an Administrative Assistant for the Department

2.2 Scope

The scope of this effort is to provide general Administrative support to all members of the Expeditionary Maneuver Warfare and Combating Terrorism Department; to include the Department Head, Division Directors, Thrust Area Managers, and Technical Support Personnel.

2.3 Technical Tasks/Requirements

The Contractor shall be required to perform the following functions:

- Greeting and escorting visitors; managing the flow of visitors within the workspace
- Drafting official correspondence
- Sending and receiving mails, parcels and packages
- Maintaining the calendar of the Deputy CNR; scheduling events and resolving conflicts
- Managing the flow of military fitness reports
- Managing the telephone responsibilities for the official telephone line to the Directorate
- Managing the Division Security Program, to include sending and receiving Visit Requests and the control of classified material
- Arranging Official Travel for the Military Deputy
- Serving as Department Defense Travel System Coordinator
- Scheduling meetings and coordination meeting room and conference location
- Managing official personnel records of the Division government employees
- Managing the physical property of the Department to include computers, displays, telephones, high speed copiers, telefax machines
- Managing General Operations within the Department, to include monitoring and reporting the status of work accomplished within the Department.
- Coordinating internal and external responses to items assigned to the Department
- Preparing and staffing military and civilian awards
- Preparing professional quality graphical presentations associated with all aspects of the Department
- Preparing video presentations of the activities and accomplishments of the Department

2.4 Reports Data and Other Deliverables

2.4.1 Monthly Management Report. A Monthly Management Report shall be provided by the 10th day of each month that summarizes:

- Accomplishments achieved
- Hours charged by each individual performing on the contract, as well as the cost of hours performed
- Identification of Other Direct Costs

Contractor Format and electronic submission of this report is acceptable.

2.4.2 Other Reports. The Contractor shall provide other reports and documentation as mutually agreed to by the Government and the Contractor. Contractor format for such reports is acceptable.

2.4.3 Presentation Material. The Contractor shall provide presentation materials as mutually agreed to by the Government and the Contractor. Presentation material will normally be developed using the Microsoft PowerPoint application. Contractor format is acceptable.

3.0 Personnel Requirements

3.1 Personnel Qualifications. The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All Personnel. All personnel provided on this contract must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Key Personnel. Personnel submitted for consideration in the labor category listed below are considered key personnel.

3.1.2.1 Senior Administrative Managers. One of the Senior Administrative Managers will serve as the leader of the Contractor's team assigned to the tasks defined in this solicitation. This designated Team Leader will be responsible for the overall management of administrative operations within the Department. He/she can serve as the Operations Officer, Operations Assistant, or as an Administrative Manager within ONR-30.

Senior Administrative Managers must have the following qualifications: High School Diploma or equivalent, with a Bachelor's degree or equivalent academic preparation preferred. Additional consideration will be given for advanced degrees in related fields. Ten years of relevant experience in administrative/project management. The candidate should have excellent skills in Naval correspondence, office administration, personnel administration, and work flow management. The candidate should have the ability to effectively manage large and disparate tasks, manage a group of individuals to create a productive high performing team, manage office operations, and be able to communicate well orally and in writing. Knowledge of the administrative work practices within the Office of Naval Research is considered of additional value.

3.1.3 Supporting Personnel. Personnel support is also anticipated in the following labor categories.

3.1.3.1 Administrative Officer. The Administrative Officer is responsible for the management of Government personnel records, human capital planning, and management of the physical property and workspace for the Department.

The Administrative Officer must have the following qualifications: High School Diploma or equivalent, with a Bachelor's degree or equivalent academic preparation preferred. Additional consideration will be given for advanced degrees in related fields. Five years of relevant experience in human resource management. The candidate should have the ability to effectively manage multiple complex tasks, work within a group of individuals to create a productive high performing team, manage human resource and logistics issues, and be able to communicate well orally and in writing. Knowledge of the administrative work practices within the Office of Naval Research is considered of additional value.

3.1.3.2 Executive Assistant. The Executive Assistant (EA) serves as the personal Executive Assistant to the Deputy Chief of Naval Research for Expeditionary Maneuver Warfare and Combating Terrorism (DCNR (EMW&CT)). As such, the EA manages all activities in which the DCNR (EMW&CT) participates to include official travel, personal schedule, personal correspondence, and access of visitors.

The Executive Assistant must have the following qualifications: High School Diploma or equivalent, with a Bachelor's degree or equivalent academic preparation preferred. Additional consideration will be given for advanced degrees in related fields. Five years of relevant experience in executive office management and/or executive assistance. The candidate should have the ability to effectively manage multiple complex tasks, work within a group of individuals to create a productive high performing team, manage multiple schedules and activities and be able to communicate well orally and in writing. Knowledge of the administrative work practices within the Office of Naval Research is considered of additional value.

3.1.3.3 Administrative Assistant. The Administrative Assistant provides general and administrative support to all members of the Department. As such, the Administrative Assistant provides an extremely wide range of tasks from escorting visitors to managing visitor requests, classified material control, and official travel.

The Administrative Assistant must have the following qualifications: High School Diploma or equivalent. Additional consideration will be given for a Bachelor's degree or equivalent academic preparation. Three years of relevant experience in general office management. The candidate should have the ability to effectively manage multiple complex tasks with a high degree of flexibility, work within a group of individuals to create a productive high performing team, manage multiple schedules and activities and be able to communicate well orally and in writing. Knowledge of the administrative work practices within the Office of Naval Research is considered of additional value.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. A 13-month base period, three 12-month option periods, and one 11-month option period have been defined (Total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The base period of performance will be from time of award through 13-months. The level of effort anticipated for this period is approximately 6 man-years at an average rate of approximately 1033 hours per month. A summary of the labor categories and the total anticipated annual hours for the base period is provided below:

Base Period	
Labor Category	Hours Per Year
Senior Administrative Managers*	6,720
Administrative Officer	2,240
Executive Assistant	2,240
Administrative Assistant	2,240
Total Estimated Hours for Base Period	13,440

*Key Personnel

NOTE: 2,080 hours is equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.4 Option Years: The Option I, II, and III periods of performance will be from date of Option exercise through 12-months thereafter. The Option IV period of performance will be from date of Option exercise through 11-months thereafter. A summary of the labor categories/hours and the total estimated annual hours for the Option years is provided below:

Option I, Option II, and Option III	
Labor Category	Hours Per Year
Senior Administrative Managers*	6,240
Administrative Officer	2,080
Executive Assistant	2,080
Administrative Assistant	2,080
Total Estimated Hours for Options I, II & III	12,480

*Key Personnel

Option IV	
Labor Category	Hours Per Year
Senior Administrative Managers*	5,760
Administrative Officer	1,920
Executive Assistant	1,920
Administrative Assistant	1,920
Total Estimated Hours for Option IV	11,520

*Key Personnel

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a Cost-Plus-Fixed-Fee level of effort Task Order.

4.2 Period of Performance: A 13-month base period from time of award, with three one-year options and one 11-month option.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is projected not to exceed (NTE) \$15,000 per year. This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: The table below identifies the anticipated place of performance of the tasks, listed by labor category:

Labor Category	On-site ONR	Contractor's Facility
Senior Administrative Manager	x	
Administrative Officer	x	
Executive Assistant	x	
Administrative Assistant	x	

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about April 2006. During

the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, prime Contractor employees shall perform at least 50% of the cost of contract performance incurred for personnel.

4.7 Security Requirements:

- a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.
- b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.
- c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such

information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Expeditionary Maneuver Warfare and Combating Terrorism Department (ONR-30) research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and

timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 23 September 2005. Proposals can be uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or pdf)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed Personnel
- (2) Management Plan and Technical Approach
- (3) Past Performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (1) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 7 October 2005.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is:

Wendy Fletcher, Code 0253
One Liberty Center
875 North Randolph Street, Suite 1425
Arlington, VA 22203-1995
Phone: 703-588-2425
E-mail: Wendy_Fletcher@onr.navy.mil

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files